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CITY COUNCIL OCTOBER 12, 2015
SPECIAL MEETING 7:00 PM MINUTES
City Hall, 1001 Bridge St. Vernonia OR 97064

Mission Statement

The City of Vernonia pledges to be an ethical and responsive government using community collaboration to foster leadership and a vision for civic improvement while providing a safe, peaceful, economically viable community.

1. Call to Order and Pledge of Allegiance – Mayor Parrow

Mayor Parrow called the meeting to order at 7:03 p.m.

2. Additions or Removal of Agenda Items.....p. 1

Councilor Hult made a motion to approve the agenda as written, Councilor Tierney seconded, motion passed.

3. Mayor Report

A. Letter from Vernonia Ridge Riders.....p. 2

Council consensus was to halve the consumption charge with the Ridge Riders, excluding the base rate charge. The total consumption charge from December 1st 2014 through August 27th 2015 was \$141.95.

4. Councilor Committee Meeting Reports

Councilor Seager reported that although the Public Works committee didn't have quorum at their meeting, they had a progress report on the Wastewater Treatment Project, which seems to be moving right along.

5. Topics from the Floor/Audience Participation

Courtney Tice, the President of the Vernonia Ridge Riders requested a meeting with City Council to review the MOA. Mayor Parrow suggested that he and City Administrator Mitchell meet with the Ridge Riders representatives.

Kate Laird is concerned about the appearance of the downtown corridor when the trees are taken down. She understands that they may get replaced, however that will take time and money. She also believes that the trees are not a barrier to business visibility.

6. Consent Agenda for Approval

A. City Council Meeting Minutes for September 21st, 2015.....p. 3-5

Councilor Hult made a motion to approve the September 21st, 2015 City Council Meeting Minutes, Councilor Seager seconded, motion passed.

B. City Council Meeting Minutes for September 28th, 2015.....p. 6

Councilor Hult made a motion to approve the September 28th, 2015 City Council Meeting Minutes, Councilor Seager seconded, motion passed.

C. City Council Meeting Minutes for October 5th, 2015.....p. 7

Councilor Hult made a motion to approve the October 5th, 2015 City Council Meeting Minutes, Councilor Seager seconded, motion passed.

7. Unfinished Business

A. Cemetery House Lot Line Adjustment.....p. 8-9

Council consensus was that staff should move forward with the lot line adjustment as presented.

B. Downtown Trees Revisited.....p. 10-14

The trees on the south side of Bridge Street will likely cost more to remove, as the infrastructure is on that side of the street, which means that the trees will have to be hand-dug to remove them. Councilor Tierney suggested immediately removing the 6 trees that are currently damaging the sidewalk and then looking for something that can replace them. Councilor Seager suggested that the other trees that aren't causing damage



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currently will eventually cause issues and the longer Council waits to remove them; the more difficult it will be to remove them. Mayor Parrow agreed with Councilor Seager, and added that allowing any trees to continue to grow over the infrastructure may cause more problems with the infrastructure over time. City Administrator Mitchell stated that part of the problem is that the businesses don't want the liability caused by the sidewalk being broken by the City trees. She investigated suitable replacements and the cost for those is about \$600 per good-sized tree (not just starts). Mayor Parrow suggested that the City may need to go with starts. There are 46 City trees currently. The plans presented show that 25 trees would be permanently removed and 21 trees would stay. Councilor Seager asked how long it would take for the 21 trees that would stay to start popping the sidewalk. City Administrator Mitchell stated that there is no way of knowing that for sure. Some of the trees may die due to their roots not having a place to go, but there's no way to be certain what will happen. Councilor Hult stated that she would like the trees circled in orange to be taken out, but that the other trees should stay until suitable replacements are found. City Administrator Mitchell stated that the plan is to eventually have two trees per block on each side of the street and try to keep it symmetrical. Councilor Tierney stated that she wondered whether any businesses didn't want the trees on front of their business removed. Mayor Parrow reminded her that the trees that are growing over the infrastructure are potentially going to cause problems and that they must be removed no matter how anyone feels about it. Skip Goodman said that Council should consider a dwarf species and that the longer the City waits to take the trees out the more it will cost. He also said that the City has cut down lots of trees in the past, so it isn't too unusual to cut them down. City Administrator Mitchell stated that the downtown businesses will likely want the trees cut down, but Staff can notify them if Council wants. Council consensus was to move ahead with cutting the 6 most problematic trees immediately and revisit the issue during an upcoming meeting in December. Mayor Parrow suggested that Finance Director Handegard look for a grant to help fund the replanting of the trees.

C. WWTP Ammonia Treatment Revisited.....p. 15-16

Staff is waiting on an estimate from the Bio Dome Company and Mike Pinney on what the ammonia limit will be and would like to know if Council wants staff to move forward with predesign. Council consensus was to move forward with predesign, but that staff will bring this issue back to Council when Bio Dome submits their estimate so they can make a decision on which product to use.

8. New Business

A. Weller Water Service relocation.....p. 17-18

Although staff is confident that the relocation of the meter will be simple and only take perhaps two hours, Mayor Parrow noted concern that labor will be expended without being recouped by a fee. This may set a fiscally irresponsible precedent. Councilor Hult agreed that although this instance shouldn't incur much cost, the precedent may open the door for other instances where there could be considerable cost incurred and not recouped via a fee. Consensus was to charge the Wellers the labor rate that is in the Master Fee Schedule.

9. Business from Departments

A. Police Department – Chief Conner

Chief Connor would like to know whether City Department updates necessary every week. Council consensus was that City Department Updates should be given the last week of every month and that they should generally be overviews, not listing of everyday tasks. Mr. Laird asked whether Council would like these to be published in Vernonia's Voice as well as via the email list so Citizens as well as other interested parties may be apprised of what the Staff is currently working on. Council consensus was yes, this would be good for Public Relations. City Administrator Mitchell stated that due to the emails being bcc, it would take some work to generate a mailing list. Council consensus was to email the updates, however people should be given the option of opting out of the mailing list.

B. City Administrator Report – J. Mitchell

Local contractor Dan Titus is beginning the site cut out for the floor of the new restroom facility. Plumbing bids came back and Heinz Plumbing was awarded the contract to put in the plumbing for the new restroom. Electrical bids came back and Hamer Electric was awarded the contract to put in the electrical for the new restroom. The budget for the restroom and picnic shelter is still on track. However we are at the beginning

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stages of construction, the estimate to reconnect the electrical is just that an estimate it does not include potentially necessary components to complete the connection and may increase as a line item.

Spencer Park is coming along. The budget for the restroom is good, but a bit tight. The Freewheelers have removed the wood and are making good use of it, raffling it off, creating a bench for the new park, and giving some away to the needy. A meeting with the School Superintendent produced the signed IGA between the School District and City of Vernonia. City staff is drafting the final letter to Oregon State Parks and National Parks Service. To complete the close-out of the OEM project, staff is trying to find out whom to send the Letter of Acceptance to, as it is unclear who needs it, but FEMA wants it to be sent to someone.

In this evenings packet is the email from Mike Pinney at DEQ stating that there will be a requirement in the newly issued discharge permit at the conclusion of the WWTP improvement project. More information is required from Public Works in regards to affluent totals before Bio-domes can complete their estimate.

City staff has contacted FCS to discuss the reevaluation of the sewer rate options. As of this evenings meeting FCS has not yet returned communication. Staff intends to bring back the sewer rate options to Council in November/early December.

The CDBG for the Vernonia Cares Food Bank Food Bank and Senior Center portion of the Rose Avenue Project has been submitted and the City should be notified whether it has been approved or denied by the end of November. Supposedly there is enough funding for 3 CDBG Projects, but there are 6 applicants.

The City Planner and City Administrator went to the Nickerson subdivision today and investigated the culvert, potential wetland buffers, and sidewalk and street infrastructure. Staff is working with Oregon Division of State Lands staff members to clarify violation #3818 regarding Knickerson Creek. Staff has found that KLS does not have as-built plans. Staff contacted the engineering firm that worked on the Nickerson Ridge Subdivision, as of today they are searching archived records in hopes of sending a set of as built drawings to the City. Staff will come to Council at a future meeting with potential solutions to the issues at the subdivision.

Greg Lyda (Northwest Land Designs) and Del Bibler (R & G Excavating) met with the City Administrator and Public Works Representative George Tice to discuss organic debris and responsibility. Responsibilities were clarified and the necessary movement of logs for the WWTP project needs took place over the last weekend. The estimate for logs to be moved out is end of October. Unfortunately, Webb Way will have to be closed over the winter due to the Wastewater Treatment Project. Staff will work on Public Relations to notify the Citizens.

Staff has been working on Council's request for pricing of infrastructure implementation costs. While staff was researching costs the issue of ownership of the old Soderback property came up, WOEC still owns Tax Lot 1499, which includes the now complete Cougar Street, and a small parcel of land abutting Cougar Street adjacent to the City owned Parcel #3. The ownership and closure of this issue needs to happen prior to the City approving any activity on Parcel #3. Staff talked to WOEC General Manager Bob Perry to discuss a conclusion of this issue and formal dedication of Cougar Street by WOEC. Staff is currently waiting on Attorneys to answer questions about Parcel #3. Staff will update Council when more is known.

Staff discussed with City Legal the prescriptive easement rights the City had to enter the LaChapelle/Dillard property to access and expose the sewer lines where the sewer backup was occurring. PW Staff exposed the area and found that the City main sewer line had a hole in the top where debris could fall in causing the sewer coming down from Mr. LaChapelle's house to back up. Staff removed the sewer line, and replaced it with a new connection to Mr. LaChapelle's sewer as well as a new pipe connecting to the sewer main. Mr. LaChapelle is planning on attending a Council meeting to give his perspective. Council would like staff to send a letter of apology after putting together a timeline on this issue so they can show Mr. LaChapelle that the City Council is putting effort into ensuring that something similar to this isn't going to happen again.

10. Ordinances/Resolutions

- A. Resolution 14-15 -A Resolution Approving A County Order To Form A Transportation District With A Permanent Tax Rate.....p. 19-20

Councilor Seager made a motion to adopt Resolution 14-15 -A Resolution Approving A County Order To Form A Transportation District With A Permanent Tax Rate, Councilor Tierney seconded the motion, motion passed.

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B. Resolution 15-15 –A Resolution Amending Res. 14-08 Master Fee Schedule

Cemetery Fees.....p. 21-24

City Administrator Mitchell stated that in addition to the raising of rates on burial plots, the Cemetery Committee also wanted to include some smaller plots for an urn garden due to the research they found stating that 75% of people in the Northwest are now getting cremated. This Resolution reflects that and establishes more affordable, smaller plots for that purpose.

Councilor Hult made a motion to adopt Resolution 15-15 –A Resolution Amending Res. 14-08 Master Fee Schedule Cemetery Fee Schedule as presented, Councilor Seager seconded the motion, motion passed.

11. Items from Mayor, Councilors, City Administrator

Councilor Tierney was reminded by OPB about Earthquake Preparedness today. It is especially important to remember to stock up on 14 gallons of water per person so that you can have water for 14 days in case of a disaster. The Great American Shakeout is coming up.

Mayor Parrow requested that maps that are included in the Packet PDF be printed for the meeting, as viewing them on the tablets in PDF format is difficult.

12. Action Items Summary – City Administrator

Staff will adjust the Ridge Rider bill by \$70.97, which is forgiving ½ of the \$141.95 consumption fee.

Staff and the Mayor will meet with the Ridge Riders representatives regarding their MOA with the City.

Staff will remove the 6 damage-causing trees before the Holiday Season, then revisit the tree plan in December.

Staff will sum up the month in Department Updates, and will send them out on the last Thursday of the month.

Staff will bill the Wellers for the cost of the man hours involved in the relocation of their water meter.

Staff will mitigate the LaChapelle issue by finishing the timeline, then potentially draft a letter of apology.

Adjournment

Mayor Parrow adjourned the meeting at 8:28 p.m.

These minutes were approved at the October 19th, 2015 City Council meeting.

Nicholas D. Welch, Interim City Recorder

Randall J. Parrow, Mayor